



## American Consulate General, Chennai

May 2, 2006

### ***Vacancy Notice***

American Consulate General, Chennai, is seeking an individual for the position of Dispatcher in Management section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)**

**Only applicants who are selected for skills test/interview will be contacted.**

**ANNOUNCEMENT NUMBER: CHE-PSAP-2006-09**

**OPEN TO:** All Interested Candidates

**POSITION:** Dispatcher

**NUMBER OF POSITIONS:** One (MLA-527009)

**OPENING DATE:** May 2, 2006

**CLOSING DATE:** May 15, 2006

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** **EFM/NOR:** Grade: FP-AA\*  
**Ordinarily Resident:** Grade: FSN-04\*

\* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.**

## **BASIC FUNCTION OF POSITION**

- a. Performs motor vehicle dispatching duties. Receives approved written requests for scheduled , assigned, and as-needed transportation service, and dispatches chauffeurs and vehicles to meet these requests, utilizing priorities established by supervisor as necessary. Instructs chauffeurs as to the details of their assignments and inspects their appearance and that of their vehicles. Initiates trip reports and checks the completed reports turned in by chauffeurs. Advises supervisor concerning chauffeurs' performance. Insures that vehicles are sent to the garage for periodic maintenance in accordance with established maintenance schedule. Operate motor vehicles in case of emergencies.
- b. Under the supervision of Customs Expeditors (Motor pool Supervisor), arranges for special transportation for visits by Ambassador, VIPs, and other TDYers to South India, prepares Department reports on annual vehicle usage, depreciation, replacement policies and the condition of the vehicles. Drafts correspondence, cables, etc. concerning vehicle and transportation.
- c. Maintains maps of region, knows best routes to travel in region for VIP trips and American Staff.
- d. Submits drivers schedule to GSO for approval, through Customs Expeditors (Motorpool Supervisor) by noon Fridays.
- e. Inspects all vehicles prior to them being driven outside of the city to ensure that they are road worthy.
- f. Ensures that all drivers use their seat belts and remind all passengers to do the same.
- g. Ensures that adequate spare parts and consumable are available and that vehicles are kept in good condition. Reviews vehicle daily usage and fuel dispensing records to guard against improper or excessive use. Recommends vehicle replacement, based on DOS Standards.

## **QUALIFICATIONS REQUIRED**

- Completion of secondary school is required.
- One to one and one half (1 to 1-1/2) years of dispatcher or related experience (including chauffeur experience) is required.
- Level III (good working knowledge) in English and Tamil are required - level III in speaking, level III in writing and level III in reading.
- Must have a good knowledge of automotive vehicle operation and safety, and a general knowledge of automotive maintenance.
- Must possess valid driving license for light and heavy vehicles.
- Must have ability to organize trip and work schedule. Must be able to negotiate effectively conflicting desires or requests from chauffeurs for changes in trip or work schedules. Must be able to deal calmly and effectively with all levels of people, often in controversial situations.

## **SELECTION PROCESS**

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

**TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website  
[http://chennai.usconsulate.gov/job\\_opportunities.html](http://chennai.usconsulate.gov/job_opportunities.html)

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

**SUBMIT APPLICATION TO**

American Consulate General  
Attention: Ms. Kelly L. Buenrostro  
Management Office  
220 Anna Salai  
Chennai 600 006  
or  
FAX: 2811 2022 / 2811 2020

**POINT OF CONTACT**

Vijaya Mahesh  
Telephone: 2811-2000

**DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**All applications for the subject announcement must be received in the Management Office by close of business May 15, 2006.**

An Equal Opportunity Employer